

WIC Training Completion Sheet – Level 2 (New Employee Expanded Training)

Name _____ Title _____ Clinic _____
 Employment Date _____ Supervisor _____

The table lists WIC **Level 2** required training. This training to continue as new employee also begins to work in clinic. Supervisors are to prioritize training versus work in clinic as desired, but Level 2 is to be completed within three months after obtaining KWIC security clearance, unless otherwise noted. Items with a KS-TRAIN Course ID # are to be completed using Kansas TRAIN. <https://ks.train.org/> Go to the Kansas WIC website training page for instructions about KS-TRAIN and to find modules. http://www.kansaswic.org/local_agencies/training.html The supervisor documenting training completion should be in a position to directly evaluate employee progress. File this Completion Sheet in the LA WIC training file.

<i>Titles in italics require the On-line Training Environment.</i>			The supervisor is to circle desired security clearance then date the table as modules are completed.					
Title	Est Hours	KS-TRAIN Course ID #	Clerk	RN/RD	Recep	BFPC	KWIC Admin	Local Ven
Anthropometric & Hematologic Assessment	2		as needed					
<i>Nutrition Risk Factors: Level 2</i>	2							
<i>Breastpumps</i>	0.5		as needed					
<i>Tailoring Food Packages & Special Authorization</i>	1.5							
<i>Checks-Void & Replace. Unvoid, & Reissue Formula Checks</i>	1.5							
<i>Change Client Info</i>	0.5							
<i>No Show Management</i>	0.5							
<i>Transfers</i>	0.5							
<i>End of Eligibility</i>	0.5							
<i>Suspend & Terminate</i>	0.5							
<i>Complaints-Non Civil Rights</i>	1							
Breastfeeding Challenges	1	1029361						
WIC Baby Behavior Basics	1	1067706						
Baby Behavior – part 2 Click title for instructions	0.5							
VENA: Connecting the Dots	1	1067705						
Total Level 2 excl BF trg	14.5		6.5	14.5	2.5	5	1	0
New Employee BF Trg - on site (Topeka or Wichita)	Complete w/in 1 year	1032999	all day	all day		all day		
Assign as needed based on specific employee's tasks.								